



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date:	Fall 2012	Interviewer:	Laura Langley		RFA #12 – 34
Person(s) Requesting Assistance: [REDACTED]					
Contact Numbers (telephone, e-mail, etc.): Home [REDACTED] or Cell [REDACTED]; On campus [REDACTED]					
Status of Person(s) Interviewed (title, position, student status, etc.): [REDACTED]					
Requested Assistance Pertaining To (name, position, policy, project, etc.) Employment					
[REDACTED]					

To the best of your knowledge, please fill out the following:

Interviewee Status: Male Female Administrator Faculty Staff Student
Concern Regarding: Male Female Administrator Faculty Staff Student

Category: (Please check at least one)

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input checked="" type="checkbox"/> Employment
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Veteran Status	

Time Line		
Date	Item	Comments
Fall 2012	Phone call from [REDACTED] to LKL	[REDACTED] position with the [REDACTED] ended in April and she was given six months' notice of the position ending. For two to three months, she was led to believe they were developing a position (Event Coordinator 3) tailored to her qualifications in [REDACTED]. One week after being interviewed, she was told she didn't have enough passion for planning conferences. She feels like she has nine years of experience doing good work, including planning conferences, developing a new program for [REDACTED] and traveling. [REDACTED] is now unemployed and wants to view the hiring documents because she feels something "fishy" happened. She has requested a meeting with [REDACTED] and the hiring committee. Laura explained the role of EOO.
	LKL meeting with Sue	HR should handle this. Provide [REDACTED] with public records request info.

	Laura t/c to Karen	Laura provided [REDACTED] with Dolapo's contact information and asked her to call back if she has a discrimination concern. [REDACTED] was very appreciative of the responsiveness.
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